

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS04621291

DATE POSTED: 06/29/21

POSITION NO: 949074

CLOSING DATE: 07/13/2021 by 5pm

POSITION TITLE: Program Manager II

DEPARTMENT NAME / WORKSITE: Navajo Indian Child Welfare Act Program / Window Rock, Arizona

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ68A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>61,637.76</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>29.52</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Position is Professional At-Will. Under the direction of the Executive Director of the Division of Social Services (DSS), the Program Manager II (PM II) directs and manages the Indian Child Welfare Act Program (ICWAP). Position requires the ability to make independent decisions regarding the operation of the program. Shall plan, lead and coordinate the activities of the program to ensure that goals and objectives are accomplished in accordance with established policies and procedures, timelines and budgetary limitations. Development of the program's (short/long term), policies, procedures, and guidelines to operate the program most effectively and efficiently. In addition, directly supervise seven staff. Develops and maintains relationship with tribal, state, and federal officials, schools, courts, judges, doctors, lawyers and other agencies in providing accurate information about cases. Coordinates with staff to assist with complex case issues, concerns as needed. Makes presentation to Oversight, Navajo Nation Council, State, Federal and other Indian Child Welfare Agency on ICWA program activities. Participated in meetings, conferences, presented by state and national ICWA. Administers the program's grants and contracts, ensuring accountability and quality control that services/deliverables are performed according to approved scope of work and timelines. Prepare a variety of written materials, including grant/contract/other program reports, correspondence, curriculum, proposals, etc., in a professional and timely manner. Ensure case records are documented in accordance with contract requirement. Manage and monitor database for accurate. Maintain confidentiality of client data and personal information. Stay current with new Indian Child Welfare Act laws, policies and grants. Position is essential position and provides after hours call and responds to emergencies in protective services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelors degree in Social Work, Public or Business Administration or a closely related program discipline; and six (6) years program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education

Special Requirements:

- A favorable background investigation.
- A valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.
- Within ninety (90) days of hire; must obtain Financial Management Information System (FMIS) certification.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Proficiency in the use of Microsoft Office software. Work and/or travel hours beyond the regular tour of duty as necessary. KNOWLEDGE OF: modern principles, practices and techniques of the social work field and of program operations, strategic planning, and management; contract writing and negotiation, program evaluation and forecasting; Navajo Nation, State and Federal laws, regulations and guidelines governing aspects of tribal operations that are relative to program responsibilities; budget and reporting systems, financial controls, departmental and staff performance methods and measures; Navajo Nation Tribal codes, court systems, and family and children codes; departmental operational activities, mission and client service requirements.

SKILL IN: developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts; formulating and executing short and long term goals and objectives; managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to program managers, supervisors and staff; collecting and evaluating information to arrive at sound decisions to make appropriate recommendations and remedies; interpreting and executing Navajo Nation policies and Division policies.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.